



#### DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

#### DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

#### DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

#### Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



## Data Strategies Unit Director

### DHS Program Director 4

**Job Location Address: Remote/Alternative Workplace Solutions**

#### ABOUT POSITION

The Data Strategies Unit, part of the Quality Improvement and Strategic Solutions Division, is responsible for data validation and assurance, single-source of truth for Department data, data analysis and exploration, predictive analytics, making conclusions, findings, and recommendations related to data-driven decision making and conducting data presentation.

The Director 4 of the Data Strategies Unit (DSU) will report to the Director of Operations and manage a team of technical research specialists. This position is responsible for oversight and governance of the department's strategic use of data in order to drive business decisions and success.

#### RESPONSIBILITIES

- Lead, motivate and manage the Data Strategies Unit (DSU) towards the department's operational goals and objectives.
- Provide thought leadership and subject matter expertise in designing and recommending appropriate analytical approaches and methodology to addressing key issues within the department
- Develop strategies to establish and maintain a data-driven culture within the department
- Develop an operational plan for the overall agency data function, including goals, and objectives, as a guide to activities. This operational plan will be used to guide and direct collection, storage and use of analytic activities.
- Define and deploy the man-power, technology and processes necessary to address the current and future analytics needs of the department.
- Set priorities for projects and direct the team to ensure the most efficient operations and comprehensive products possible.
- Develop and apply appropriate evaluation measures and encourage, support, and reinforce the production of high-quality data products.
- Structure logical reports with clear and meaningful conclusions supported by logical claims and relevant data.
- Remain current on policy changes regarding data classification standards and levels in order to ensure proper safeguarding of information
- Determine key data elements to be collected on a routine basis
- Coordinate and conduct presentations
- Assist in defining data collection methodologies and use.
- Maintain familiarity with the legal; privacy, civil rights, and civil liberties; ethics; and operational security issues surrounding the use of data.

## QUALIFICATIONS

### Required:

- Bachelor's degree in Data Analytics, Mathematics, Computer Engineering, Statistics or related field.
- Excellent communications skills and highly proficient in creating visually engaging executive reports and presentations.
- Demonstrated experience developing effective KPI's, dashboards and making executive presentations
- Technical expertise regarding data models, database design, data mining and segmentation techniques
- Strong knowledge of reporting packages, databases and programming
- Strong knowledge of statistics and experience using statistical packages for analyzing datasets
- Experience performing descriptive, predictive and prescriptive analytics

### Preferred:

- Master's degree in Data Analytics, Mathematics, Computer Engineering, Statistics or related field.

#### Competencies

- Decision Quality
- Problem Solving
- Directing Others
- Presentation Skills
- Innovation Management

For Information regarding State of Tennessee benefits please [click here](#).

#### How to apply:

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by January 28, 2020. All email submissions must include in the subject line: QISS Data Strategies Unit Director
- Target Range: \$65,000 – 92,000. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*